



Department of Administrative Services Human Resources Job Announcement

ANNOUNCEMENT #: 200734

POSITION: Storekeeper

LOCATION: DOAS Surplus Property - Swainsboro Warehouse
713 Kite Road
Swainsboro, GA 3040

APPLICATION DEADLINE: June 28, 2007

WHO MAY APPLY: All Applicants

PAY GRADE: 8

PAY GRADE SALARY RANGE: \$1,500.76 - \$2,547.08 per month

GENERAL DESCRIPTION: In a warehouse environment, the storekeeper provides customer service, prepares invoices, receives, inspects, sorts, stores, and issues supplies and equipment. This position also inventories supplies and equipment, and operates a forklift, pallet jack, and hand truck to move equipment.

Pre-employment drug test required.

MINIMUM QUALIFICATIONS: One year of full time experience in shipping and receiving (e.g., as a stock clerk in a store, warehouse or in a military supply unit).

****OR****

One year of full time clerical experience directly related to shipping and receiving.

**PREFERRED
QUALIFICATIONS:**